

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION: Information Technology Specialist II	WORKING TITLE: Information Security Officer
NAME OF INCUMBENT:	POSITION NUMBER: 281-393-1414-002
SECTION/UNIT: Sacramento Central Headquarters	SUPERVISOR'S NAME: Tara Armstrong
DIVISION: Technical Operations Branch Division	SUPERVISOR'S CLASSIFICATION: CEA A
BRANCH: Employment Training Panel	REVISION DATE: 6/8/2022
Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Travel May be Required </div> <div style="width: 50%;"> <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div>	
Description of Position Requirements (e.g., <i>qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>): Click here to enter text.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under general direction of the Chief Information Officer (CIO), the incumbent will manage the Information Security and Network Security for ETP. The role of Chief Information Security Officer (ISO) for ETP is the main position and the incumbent will also coordinate directions received from the State's Information Security Office with the CIO and Executive Management.</p>	
Percentage of Duties	Essential Functions
35%	<p>Serves as ETP's Chief Information Security Officer. This includes consulting with ETP's Chief Information Office (CIO) and Executives on implementing new, or upgrading, information technology systems, products, and services in relation with Security.</p> <p>Works closely with both the State's Security Office as well as Labor & Workforce Development Agency Information Security Officer. Attend State ISO, Information Privacy, Incident Response and Technology Recovery meetings as necessary.</p> <p>Observes security notifications from the State Security Office as well as Multi-State Information Sharing and Analysis Center (MS-ISAC). Provide oversight and consultation to ETP staff to ensure proper implementation of information security.</p>

15%	Responsible for creating and updating ETP's Strategic Plan around information security for the organization which includes Executive and technical staff engagement. Follows state mandated information security audits and independent assessments. Responsible for updating and maintaining ETP's Risk Register and Plan of Action and Milestone (RRPOAM) on a quarterly basis ensuring priorities are set for ETP based on the business needs and the CalSecure Roadmap.
15%	Serves as ETP's Program Privacy Officer as the subject matter expert on privacy policy development, reviews and makes recommendations to update existing department wide privacy policies. Provides support to Information Technology Unit and Web Metrics Unit under direction of the ETP CIO. Works with ETP's Enterprise Architect, System Admins and any vendors to ensure the security and recoverability of ETP's systems and assets by the development, testing, implementation and maintenance of ETP's Technology Recovery Plan (TRP) and Business Continuity Plan (BCP) to ensure the operations of critical ETP systems and processes in the event of any type of disaster. Performs complex business process analysis to ensure enterprise systems and business areas incorporate privacy principles and requirements in accordance with state and Federal mandates.
10%	Monitors and analyzes department information security posture utilizing information security system administrative centers, alerts, reports, and logs. Performs ongoing assessments of information security risk and evaluations of information security controls effectiveness. Including determining the probable loss of consequences of identified threats and assesses the likelihood of such occurrences. Report security incidents to executives, control agencies. Provides support for incident response, recovery, remediation, and reporting. Provides support for information security awareness training technology systems. Provides review, analysis, and advisement regarding state information security policy, standards, guidance, letters, and related government code and regulations, and provide support for associated compliance actions and reporting. Participates in state information security policy and procedure development meetings and workshops. Develops and implements department information security policy, procedure, process, and standards.
10%	Provides assistance and support to the financial areas of ETP including the ETP financial systems and workflows to ensure protection and safeguarding. Providing ideas and electronic financial processes as well as securing PII within these workflows.
Percentage of Duties	Marginal Functions
5%	Provides assistance with the data drills, data queries, and understanding of ETP Data and reporting. Stay familiar with ETP's business data and processes to ensure all data is properly classified and catalogued and the proper security controls are in place for

	each to protect ETP should that data be disclosed, altered or destroyed without proper authorization
5%	Actively pursue continuing education in security and technology to assure knowledge, skills, and technical competencies are kept up to date, and to stay abreast of emerging technologies and evolving best practices through training courses, self-directed education resources, and independent study.
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	

Type of environment:

☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:

Interaction with customers:

☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION

Supervision Exercised: None

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
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<input type="checkbox"/> Exceptional allocation, 625 on file.	KV	6/8/2022
<p>Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i></p> <p>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</p> <p>List any Reasonable Accommodations made:</p> <p><i>Click here to enter text.</i></p>		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file